



BANNERS AND HOLIDAY DISPLAYS

I want to: Install a banner or holiday display on a Department of Transportation (DDOT) light post.

Do I need a permit? Yes, any attachment to a DDOT fixture requires a permit.

Where do I go to get this permit? 941 North Capitol Street, Suite 2300.

What do I need to bring with me when I apply for this permit?

Checklist

1. A completed [Public Space Application](#)
2. For a flag banner:
 - a. Information on the type of bracket or attachments to be used to attach the banner (a catalogue photo is helpful)
 - b. A picture or drawing of the banner
 - c. Dimensions of the banner
 - d. Exact location of the poles to be used
3. For a banner crossing the street between two poles:
 - a. Information on the type of bracket or attachments to be used to attach the banner (a catalogue photo is helpful)
 - b. A picture or drawing of the banner
 - c. Dimensions of the banner
 - d. Weight of the banner
 - e. Exact locations of the poles to be used
4. If there is to be an electrical attachment, a completed DDOT electrical application

How much will this permit cost? The permit will cost \$19.00 per banner or sign. Checks or money orders should be made payable to “**DC Treasurer.**” Discover, MasterCard, and Visa accepted.

How long will the application take to process? If you have had a permit in the past for a banner and are changing no aspects, it can be processed the same day. If this is a first time banner permit application it will take from 2 to 4 weeks.

What if I need more information? Call the Public Space Permit office, 202-442-4670, for more information.